



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

OCT 31 1997

Kathryn W. Dindo, Treasurer
Caliber System Inc. - CALPAC
P.O. Box 5459
Akron, OH 44334

Identification Number: C00106245

Reference: April Monthly Report (3/1/97-3/31/97)

Dear Ms. Dindo:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report includes computer produced formats of the Summary and Detailed Summary Page, Schedule A and Schedule B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used.
11 CFR §104.2(d)

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Manzano".

Debbie Manzano
Senior Reports Analyst
Reports Analysis Division

